

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Subject: Acceptance of Resignation by Mutual Agreement

Dear [Employee Name],

This letter serves as formal confirmation that [Company Name] accepts your resignation from the position of [Job Title], effective [Last Working Date].

As per our discussions on [Date of Discussion], both parties have mutually agreed to terminate the employment relationship. We acknowledge that this separation is amicable and based on terms agreed upon by both the employer and the employee.

In accordance with our agreement:

- Your final salary and any accrued vacation pay will be paid on [Date].
- Your company benefits will continue until [End Date of Benefits].
- [Include any other specific agreed terms, such as severance or transition tasks].

Please ensure that all company property, including [list items such as laptop, keys, ID badge], is returned to the HR department by [Date].

We thank you for your contributions during your time with us and wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]  
[Title]